

Avon Housing Authority

One Fellowship Circle * Avon, MA 02322

(508) 588-1847 * (508) 588-2098 FAX

avonha@comcast.net

MINUTES REGULAR MONTHLY MEETING

March 29, 2017

5:00 P.M.

The Avon Housing Authority held a regular meeting on Wednesday, March 29, 2017 at 5:00 p.m. at the office of the Housing Authority, 1 Fellowship Circle, Avon, MA. Chairman Jensen called the meeting to order at 5:00 p.m.

Board Members Present:

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|-----------------|---------------|
| M. Janet Jensen | Chairman |
| Judy Laniewski | Vice Chairman |
| Louis Minchello | Member |
| Kevin Edwards | Member |
| Irene DeMarco | Member |

Board Members Absent:

None

Others Present:

| | |
|------------------|--------------------|
| Sherry Guilbault | Executive Director |
|------------------|--------------------|

Guests/Tenants:

| | |
|----------------|---------------------------|
| Joseph DeMarco | Resident |
| Gene Mazzella | Town of Avon COA Director |

The Board reviewed and discussed the maintenance report.

M/Laniewski, S/DeMarco. Motion to approve the minutes of the meeting of February 7, 2017. Unanimous vote. Motion passed.

M/Minchello, S/DeMarco. Motion to approve the 667 vouchers through March 29, 2017. Unanimous vote, motion passed.

Executive Director's Report:

Vacancy and lease activity since the last Board Meeting:

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|-----|---|
| 6B | Vacant – 2/1/17 – Deceased – Leased 2/27/17 (with transfer) |
| 2 | Vacant – 3/1/17 – Deceased – Leased 3/17/17 (with transfer) |
| 4C | Vacant – 3/6/17 – Transfer – Offered 3/27/17 |
| 13A | Vacant – 3/27/17- Transfer - |

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TOWN CLERK

Sherry Guilbault attended a SHADO meeting in Norton on February 28, 2017. Topic was: Elder Affairs: Presentation from Emily Cooper - Chief Housing Officer from the Office of Elder Affairs.

Sherry Guilbault attended a GIC (Group Insurance Commission) coordinator training on Tuesday, March 28, 2017 in Brockton, MA.

Rent Re-determination letters went out February 17, 2017 for new rents to be effective June 1, 2017. All no smoking lease addendums will be signed as well and effective June 1, 2017.

Sherry Guilbault met with the COA Director from Avon and Holbrook on March 2, 2017.

Sherry Guilbault to attend and host a SHADO meeting on April 4, 2017 in Avon. Topic is: Roundtable Discussion – PMR, Recerts, etc.

Avon Housing Authority AUP audit scheduled for April 26, 2017 by Guyder Hurley.

Sherry discussed a quote she received from Neopost Mail Processing Solutions. Sherry will be requesting quotes from other mail processing companies.

MassNAHRO Annual Spring Conference to be held in Falmouth on May 22-24, 2017. Sherry Guilbault, Janet Jensen and Judith Laniewski will be attending.

MassNAHRO Annual Spring Conference Advertisement – Board would like to split a page again with the Holbrook Housing Authority.

M/Laniewski, S/Edwards. Motion to split a full page advertisement in the MassNAHRO annual conference book with Holbrook Housing Authority. Unanimous vote, motion passed

Update Local Housing Authority Board Member Elections. Sherry Guilbault shared the recent DHCED PHN with the Board.

Sherry Guilbault discussed with the board the Vacancy Fees that have been accessed for the Avon Housing Authority.

Next Board Meeting to be held May 2, 2017.

M/Minchello, S/DeMarco. Motion to accept the Executive Director's Report as presented. Unanimous vote, motion passed.

New Business:

M/Laniewski, S/Edwards. Motion to accept the Operating and Balance Statements for January and February 2017. Unanimous vote, motion passed.

M/Laniewski, S/Minchello. Motion to accept The Commonwealth of Massachusetts Executive Office of Labor and Workforce Development Department of Labor Standards minimum wage rate for the Maintenance Mechanic of \$26.69 effective April 1, 2017 through March 31, 2018. Unanimous vote, motion passed.

Gene Mazzella discussed working with the Avon Housing Authority and their residents.

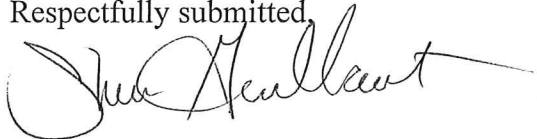
Sherry discussed the Lan-Tel Integrating Communications Systems quote for security cameras.

M/Edwards, S/DeMarco. Motion to approve the proposal from Lan-Tel Integrating Communications Systems for the installation of Security Cameras in the amount of \$6,553.00. Unanimous vote, motion passed

M/DeMarco, S/Minchello. Motion to adjourn meeting at 5:58 p.m. Unanimous vote, motion passed.

Next Board Meeting is scheduled for May 2, 2017.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sherry L. Guilbault", with a long horizontal flourish extending to the right.

Sherry L. Guilbault
Secretary/Executive Director